

# **DELAWARE LOAN REPAYMENT PROGRAM FOR HEALTH PROFESSIONALS**

**PROGRAM MANUAL and APPLICATIONS**

**A Program Administered by**

**DELAWARE HEALTH CARE COMMISSION  
DELAWARE INSTITUTE FOR MEDICAL EDUCATION AND RESEARCH  
DELAWARE INSTITUTE FOR DENTAL EDUCATION AND RESEARCH**

**In collaboration with**

**DELAWARE DIVISION OF PUBLIC HEALTH &  
DELAWARE HIGHER EDUCATION COMMISSION**

*Updated June 2007*

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# Delaware Loan Repayment Program

(Updated June 2007)

## FACT SHEET

### Program Description

- The Delaware Loan Repayment Program is designed to recruit health professionals to areas of the state that have been identified as underserved by the Delaware Health Care Commission. Applications are currently being accepted for these specialties:

| Advanced-degree Practitioners           | Mid-level Practitioners                    |
|---|--|
| Primary Care Physicians (MD and DO)     | Registered Clinical Dental Hygienists      |
| • Family Medicine*                      | Primary Care Certified Nurse Practitioners |
| • Osteopathic Practitioners*            | Certified Nurse Midwives                   |
| • Internal Medicine*                    | Primary Care Physicians Assistants         |
| • Pediatrics*                           | Licensed Clinical Psychologists            |
| • Obstetrics & Gynecology*              | Psychiatric Nurse Specialists              |
| • General and Pediatric Psychiatry*     | Licensed Clinical Social Workers           |
| Medical Oncologists                     | Licensed Prof. Counselors of Mental Health |
| General Practice Dentists (DDS and DMD) | Licensed Marriage & Family Therapists      |

(Note- \* Indicates an approved primary care specialty for physicians.)

- Through this program, the Higher Education Commission is authorized to make awards for repayment of outstanding government and commercial loans incurred during undergraduate or graduate education (i.e. principal, interest and related expenses for tuition and educational costs).
- Applications from practice sites seeking to recruit and hire a clinician under this loan repayment program are also accepted. Practice sites include public or private non-profit settings and private practices (solo or group). Loan repayment funds may also be awarded to assist with loans for capital/equipment expenditures to establish a practice in an area of high need. For more information please contact the program coordinator at (302) 672-5187.
- Health professionals participating in this program must provide health services in a practice setting approved by the Delaware Health Care Commission. Initial contracts may be signed for a minimum of two (2) years and maximum of three (3) years. Participants may re-apply for contract extensions in one-year increments, not to exceed a total of four (4) years of loan repayment. Extensions will be granted at the discretion of the Loan Repayment Committee and are contingent upon the availability of funds. Priority will be given to new applicants.
- The Delaware State Loan Repayment Committee will review and rank applications in priority order. This will be based on the objective review of data (including public health indicators, the number and spatial distribution of providers practicing in Delaware, hospital needs assessments when applicable), the availability of funding, practice sites and (when applicable) the outcome of face-to-face interviews with selected applicants.

## **Types of Loan Repayment Awards**

The Loan Repayment Program is funded through a combination of state and federal funds. Depending on the type and location of the practice site, some awards qualify to receive matching state and federal contributions and others are funded with state-only dollars. The same conditions and requirements apply to both types of loan repayment awards.

- State & federal funds – must be a non-profit, public facility or practice located in a designated health professional shortage area.
- State-only funds – private, for-profit facility or practice located in a designated health professional shortage area; and awards for capital/equipment loans.

## **Tax Implications**

- State & Federal funds – according to an interpretation of a recent amendment to the Federal Public Health Service Act, qualifying loan repayment awards funded with matching State & Federal dollars awarded on or after January 1, 2004 are exempt from federal gross income and employment taxes. Additionally, the State of Delaware follows the federal regulations so that qualifying loan repayment funds are also exempt from Delaware state income tax.
- State-only funds – awards funded with non-qualifying State-only dollars may constitute a taxable event subject to state and federal taxation on the total award amount. Participants receiving state-only funded awards will receive a Tax Form 1099 for each year they receive a loan repayment award.

Recipients will be notified at the time of award, and prior to signing a contract, whether their award contains qualifying State & Federal dollars OR State-only dollars. All loan repayment award recipients are strongly advised and urged to contact their own tax professional for information and advice regarding the possible tax implications specific to their personal financial circumstances and loan repayment awards.

## **Default Provision**

Loan repayment recipients whose awards contain State & Federal funds must agree to the following provision. Should the participant breach the loan repayment contract by failing to complete the specified service commitment the participant will owe the State of Delaware an amount equal to the sum of the following:

- a. The total of the amounts paid by the SLRP to, or on behalf of, the participant for loan repayments for any period of obligated service not served;
- b. An amount equal to the product of the number of months of obligated service not completed multiplied by \$7,500; and
- c. Interest on the amounts above at the maximum legal prevailing rate, as determined by the Treasurer of the United States, from the date of breach, except that the amount the State of Delaware is entitled to recover shall not be less than \$31,000.

## Award Amounts

- **Advanced-degree Practitioners** may be granted up to \$70,000 total for a two (2) year commitment, or \$105,000 for a three (3) year contract.\*
- **Mid-level Practitioners** may be granted up to \$35,000 total for a two (2) year commitment, or \$52,500 maximum for a three (3) year contract.\*

\*Please note that these figures represent the maximum award possible over 3 years; they are not guaranteed levels of funding. Average awards for advanced-degree practitioners range from \$25,000 - \$35,000 for a two year contract. Average awards for mid-level practitioners range from \$10,000 - \$15,000 for a two year contract. All awards are paid on a graduated scale.

## Distribution Formulae Tables

**Advanced-degree Practitioners** – payments will be made in accordance to the table below.

| Payments will be made 2 times a year, after 6 months of service. EXAMPLE: |                       |                    |               |               |
|---|-----------------------|--------------------|---------------|---------------|
| Service Year  | Period                | Award              | Debt Repay \$ | Cumulative \$ |
| 1   | 1 <sup>st</sup> 6 mo. | 1/10 <sup>th</sup> | 7,000         |               |
|   | 2 <sup>nd</sup> 6 mo. | 2/10 <sup>th</sup> | 14,000        | (21,000)      |
| 2   | 1 <sup>st</sup> 6 mo. | 3/10 <sup>th</sup> | 21,000        | (42,000)      |
|   | 2 <sup>nd</sup> 6 mo. | 4/10 <sup>th</sup> | 28,000        | (70,000)      |
| 3 (if applicable)   | 1 <sup>st</sup> 6 mo. | 1/2                | 17,500        | (87,500)      |
|   | 2 <sup>nd</sup> 6 mo. | 1/2                | 17,500        | (105,000)     |

**Mid-level Practitioners** - payments will be made in accordance to the table below.

| Payments will be made 2 times a year, after 6 months of service. EXAMPLE: |                       |                    |               |               |
|---|-----------------------|--------------------|---------------|---------------|
| Service Year  | Period                | Award              | Debt Repay \$ | Cumulative \$ |
| 1   | 1 <sup>st</sup> 6 mo. | 1/10 <sup>th</sup> | 3,500         |               |
|   | 2 <sup>nd</sup> 6 mo. | 2/10 <sup>th</sup> | 7,000         | (10,500)      |
| 2   | 1 <sup>st</sup> 6 mo. | 3/10 <sup>th</sup> | 10,500        | (21,000)      |
|   | 2 <sup>nd</sup> 6 mo. | 4/10 <sup>th</sup> | 14,000        | (35,000)      |
| 3 (if applicable)   | 1 <sup>st</sup> 6 mo. | 1/2                | 8,750         | (43,750)      |
|   | 2 <sup>nd</sup> 6 mo. | 1/2                | 8,750         | (52,500)      |

**Practice Site Requirements:** Practice sites must meet the following conditions:

- Be located in a health professional shortage area identified by the Delaware Health Care Commission;
- Be identified by the Delaware Health Care Commission as a loan repayment practice site;
- Be committed to employing a health professional full-time (minimum of 40 hours a week, not including time on-call or travel time, except in those instances where the clinician is providing full-time care to low income, homebound patients in an underserved area and for whom transportation to the clinician's office is either unavailable or unreliable) for a minimum of two (2) years;

- Provide assurance that compensation to Loan Repayment Clinician(s) will be comparable to prevailing rates in the area;
- Provide adequate documentation of the medical care that will be provided by the Loan Repayment Clinician; and
- Certify that the Loan Repayment Clinician will provide health care services to Medicare, Medicaid, State Children Health Insurance Program (S-CHIP), and uninsured patients.
- All practice site sponsors must not have been convicted of any felony, including but not limited to violent felonies, as so defined under either Federal or State law and as more particularly defined and enumerated in 11 **Del. C. Sec. 4201**; and not have been convicted or found guilty of, or disciplined by this or any other State licensing Board or Agency authorized to issue a certificate to practice medicine or dentistry in this or any other State, for unprofessional conduct as so defined in 24 **Del. C. Sec. 1731(a)**;
- Practice sites must agree to allow all non-dental clinicians to participate in the Delaware Community Healthcare Access Program (CHAP) and the Voluntary Initiative Program Phase II (VIP II) sponsored by the Medical Society of Delaware. CHAP provides low cost or no cost primary care "medical homes" to individuals who are ineligible for the Diamond State Health Plan or the Delaware Healthy Children Program, yet within established income limits. Enrollment in CHAP also provides eligible individuals with access to a statewide network of medical subspecialty services. Other benefits currently under negotiation include discounted lab and x-ray services, and pharmaceuticals. CHAP recipients receive discounted medical services based upon their income. VIP II is a statewide network of private physicians who accept CHAP patients into their practices and serve as their health home or provide medical subspecialty services.

**Health Professional Requirements:** Applicants must meet the following conditions -

- Be a clinician practicing in an eligible specialty with United States citizenship or a legal permanent resident of the United States or be a selected refugee approved by the U.S. Attorney General;
- Be committed to providing full-time patient care (minimum of 40 hours a week, not including time on-call or travel time, except in those instances where the clinician is providing full-time care to low income, homebound patients in an underserved area and for whom transportation to the clinician's office is either unavailable or unreliable) for a minimum of two (2) years in an underserved area;
- Establish residency within 30 minutes of the practice site or, in the case of physicians, meet the requirement of the hospital in the catchment areas for admitting privileges;
- Have a valid, unrestricted license to practice in the State of Delaware at the time the service obligation begins;
- Have not been convicted of any felony, including but not limited to violent felonies, as so defined under either Federal or State law and as more particularly defined and enumerated in 11 **Del. C. Sec. 4201**;
- Have not been convicted or found guilty of, or disciplined by this or any other State licensing Board or Agency authorized to issue a certificate to practice medicine or dentistry in this or any other State, for unprofessional conduct as so defined in 24 **Del. C. Sec. 1731(a)**. Such a

bar to applying for the Delaware State Loan Repayment Program For Health Professionals shall occur if the applicant was disciplined by means of levying a fine or by the restriction, suspension or revocation, either permanently or temporarily, of the applicant's certificate to practice medicine or dentistry, or by other appropriate action, which may include a requirement that the applicant who was disciplined must also complete specified continuing professional education courses.

- Have outstanding qualifying higher education loans that are not in default;
- **All dentists** must agree that a minimum of 20% of their scheduled appointments will be comprised of Medicaid and S-CHIP (Delaware Healthy Children Program) patients and/or low-income (<200 FPL) dentally uninsured patients who will be provided care at reduced rates or free-of-charge. Low-income patients may include participants in the Nemours Dental Outreach program and the Vocational Rehabilitation program administered through the Delaware Division of Public Health. Unannounced audits of office scheduling records may be made periodically by Loan Repayment officials.
- **All non-dental clinicians** must agree to participate in the Delaware Community Healthcare Access Program (CHAP) and the Voluntary Initiative Program Phase II (VIP II) sponsored by the Medical Society of Delaware. CHAP provides low cost or no cost primary care "medical homes" to individuals who are ineligible for the Diamond State Health Plan or the Delaware Healthy Children Program, yet within established income limits. Enrollment in CHAP also provides eligible individuals with access to a statewide network of medical subspecialty services. Other benefits currently under negotiation include discounted lab and x-ray services, and pharmaceuticals. CHAP recipients receive discounted medical services based upon their income. VIP II is a statewide network of private physicians who accept CHAP patients into their practices and serve as their health home or provide medical subspecialty services. To enroll in VIP II, call Wheeler & Associates at (302) 335-1560.

**Applications:** Applications are accepted from practice sites and health professionals on a continuous basis. Interested persons should contact:

Loan Repayment Coordinator  
Delaware Health Care Commission  
Haslet Armory Suite 202  
122 William Penn Street  
Dover, DE 19901  
Phone: (302) 672-5187  
Fax: (302) 739-6927  
Website: <http://www.dhcc.delaware.gov/services/slrp.shtml>

### **Application Review Process:**

Loan Repayment Applications are reviewed in three steps over the course of about one month.

1. Loan Repayment Committee – preliminary review and recommendations
2. Delaware Institute for Medical Education and Research (DIMER) for medical applicants  
Delaware Institute for Dental Education & Research (DIDER) for dental applicants
3. Delaware Health Care Commission – final decision.

# PROCEDURES & REQUIREMENTS

## INTRODUCTION

The Delaware Health Care Commission (DHCC), in cooperation with the Delaware Health and Social Services (DHSS) and the Delaware Higher Education Commission (DHEC), administers the Delaware Loan Repayment Program. Each is committed to ensuring that quality health care is available to all residents of the State of Delaware.

The Delaware State Loan Repayment Program is designed to recruit health professionals to areas of the State that have been identified as underserved by the Delaware Health Care Commission. The program provides educational loan repayment assistance to clinicians approved for the program. These clinicians will work at an eligible practice site in Delaware, which must be located in an area identified by the DHCC as being medically underserved. Health professionals participating in this program must provide services full-time (a minimum of 40 hours per week, not including on-call or travel time) for a minimum of two (2) years. Contracts may be extended in one-year increments at the discretion of the Loan Repayment Committee.

The Delaware Loan Repayment Program procedures apply to the following:

- Practice sites seeking to hire an eligible health professional under this loan repayment program.
- Health professionals seeking loan repayment through employment at an existing practice site or with the intent to establish a solo/private practice.

## APPLICATION PROCESS (Practice Sites and Health Professionals)

### **Practice Site Application Requirements**

A preliminary review of each application will be conducted by the Loan Repayment Program Coordinator to determine 1) if the practice site is located within a shortage area, as identified by DHCC, and 2) that the required documentation is complete. The preliminary review will be conducted solely for the purpose of determining the completeness of the application; the specific content provided in each of the components will not be considered. Incomplete applications will be returned immediately.

The Practice Site Application (Appendix A) must, at a minimum, include the following:

#### **A. Practice Site Application Form (see Appendix A):**

1. **Facility Information:** Provide the name, address, county, telephone number and fax number of the practice site interested in hiring a Loan Repayment Clinician. Also, indicate the type of practice site (i.e. group practice/solo practice, public, private not for profit, private for profit).
2. **Practice Site:** Provide the name, address, and county of actual practice site at which the Loan Repayment Clinician would practice, if different from the primary location of the practice site.



3. **Recruitment Contact:** Provide the name, address, phone number, fax number and the e-mail address of the individual responsible for clinician recruitment. All Loan Repayment Program correspondence will be directed to the person identified as the recruitment contact.
4. **Practice Site Data Regarding Active Clients:** Provide the total number of active patients at the practice site in the previous calendar year. Indicate total patients, as applicable, for primary care, specialty care and mental health services. Provide pro-rated or estimated annual totals if the practice site was not operational for the entire previous calendar year. For new practice sites, estimate the number of patients anticipated for the next year. Of the total number of patients, provide the percentage of all current patients, broken out by given age groups, making payment conventional insurance plans, Medicare, Medicaid or self-pay. Submit a sliding fee scale if applicable. In cases where individual negotiated payment arrangements are made, please indicate the number of patients treated in this manner and describe the general financial arrangements.
5. **Staffing Levels:** Provide the total number of budgeted full-time equivalent providers currently on staff. Also include the number of Loan Repayment Clinicians requested by specialty and the projected hire date of each.
6. **Practice Site Hours of Operation:** Indicate the normal operating hours of the practice site by the days of the week. If hours of operation vary by practitioner, please specify.
7. **Proposed Loan Repayment Clinician Weekly Work Schedule:** Indicate the proposed weekly work schedule of the proposed Loan Repayment Clinician(s). Include the number of hours (with start and end times) and the location (hospital/practice site). The schedule must indicate the amount of time the Loan Repayment Clinician is actually providing services; do not include travel or on-call time. A separate schedule must be included for each proposed loan repayment clinician.

**B. Retention:**

The practice site must provide written documentation of plans to retain the Loan Repayment Clinician in the service area upon completion of their service obligation. Specifically, this plan must include short-term and long-term strategies that will not only keep the clinician in the service area, but also will encourage the clinician to continue to practice the specialty for which he/she was hired, including but not limited to malpractice insurance, partnership opportunities, pension, annual and sick leave, market rate competitive salary and salary increases. Please limit the retention plan to one-page. **Applications submitted without a retention plan are deemed incomplete and will not be considered.**

**C. Practice Site Agreement:**

The director or applicant official of the practice site must initial each of the statements on the Practice Site Agreement (see Appendix A) indicating agreement to comply with all requirements of the Delaware Loan Repayment Program. The director or applicant official of the practice site must provide an original, dated application with a live signature (using blue ink). This signature binds the site to the information provided and verifies that the form has been completed with accurate and current information.

## **Health Professional Application Requirements**

DHCC reserves the right to approve or decline any application.

Health Professional Applicants must meet the following conditions:

- Be a clinician practicing in an eligible specialty with United States citizenship or a legal permanent resident of the United States or be a selected refugee approved by the U.S. Attorney General;
- Be committed to providing full-time patient care (minimum of 40 hours a week, not including time on-call or travel time, except in those instances where the clinician is providing full-time care to low income, homebound patients in an underserved area and for whom transportation to the clinician's office is either unavailable or unreliable) for a minimum of two (2) years in an underserved area;
- Establish residency within 30 minutes of the practice site or, in the case of physicians, meet the requirement of the hospital in the catchments areas for admitting privileges;
- Have a valid, unrestricted license to practice medicine in the State of Delaware at the time the service obligation begins;
- Have not been convicted of any felony, including but not limited to violent felonies, as so defined under either Federal or State law and as more particularly defined and enumerated in 11 **Del. C. Sec. 4201**;
- Have not been convicted or found guilty of, or disciplined by this or any other State licensing Board or Agency authorized to issue a certificate to practice medicine or dentistry in this or any other State, for unprofessional conduct as so defined in 24 **Del. C. Sec. 1731(a)**. Such a bar to applying for the Delaware State Loan Repayment Program For Health Professionals shall occur if the applicant was disciplined by means of levying a fine or by the restriction, suspension or revocation, either permanently or temporarily, of the applicant's certificate to practice medicine or dentistry, or by other appropriate action, which may include a requirement that the applicant who was disciplined must also complete specified continuing professional education courses;
- Have outstanding qualifying higher education loans that are not in default;
- **All dentists** must agree that a minimum of 20% of their scheduled appointments will be comprised of Medicaid patients and/or low-income (<200 FPL) dentally uninsured patients who will be provided care at reduced rates or free-of-charge. Low-income patients may include participants in the Nemours Dental Outreach program and the Vocational Rehabilitation program administered through the Delaware Division of Public Health.
- **All non-dental clinicians** must agree to participate in the Delaware Community Healthcare Access Program (CHAP) and the Voluntary Initiative Program Phase II (VIP II) sponsored by the Medical Society of Delaware. CHAP provides low cost or no cost primary care "medical homes" to individuals who are ineligible for the Diamond State Health Plan or the Delaware Healthy Children Program, yet within established income limits. Enrollment in CHAP also provides eligible individuals with access to a statewide network of medical subspecialty services. Other benefits currently under negotiation include discounted lab and x-ray services, and pharmaceuticals. CHAP recipients receive discounted medical services based upon their income. VIP II is a statewide network of private physicians who accept CHAP patients into their practices and serve as their health home or provide medical subspecialty services. To enroll in VIP II, call Wheeler & Associates at (302) 335-1560.

The Loan Repayment Health Professional Application (see Appendix B for application forms) must, at a minimum, include the following:

**A. Clinician Data Form:**

The Clinician Data Form must be completed and have attached the following:

- Copy of the Loan Repayment applicant's curriculum vitae; and
- Evidence of a Delaware license or certification or application for such.

**B. Employment Contract:**

Self-employed and/or solo practitioners do not need to submit an employment contract. However, self-employed clinicians must clearly demonstrate their fiscal and administrative capacity to operate a medical practice.

A non self-employed clinician must enter into an employment contract with a practice site, which must, at a minimum, include the following:

- Name and address of the practice site located in the underserved area, as identified by DHCC, at which the clinician will provide medical services. If the Loan Repayment Clinician will practice at more than one site, include the days and hours of practice at each site and a breakdown in the amount of time the clinician will practice at each;
- A statement that the practice site will employ the clinician on a full-time basis (minimum of 40 hours per week), not including time spent in travel and/or on-call);
- Description of the Loan Repayment Clinician's qualifications, proposed responsibilities and how his/her employment will meet currently unmet health care needs of a medically underserved community;
- If the Loan Repayment Clinician will be practicing in a medically underserved area as identified by DHCC that is based on a population group, the employer must provide adequate documentation of the care that will be provided to this group; and
- Certification that the Loan Repayment Clinician will provide health care services to Medicare, Medicaid and uninsured patients; and certification that all Physicians and the sponsoring physicians of a Physician Assistant will participate in the Voluntary Initiative Program (VIP II).

**C. Loan Information and Verification Form:**

The Loan Repayment Clinician must include a notarized 'Loan Information and Verification Form.' The document must contain the applicant's live, notarized signature (in blue ink).

**D. Health Professional Loan Repayment Program Contract:**

The health professional must enter into a contract with the State of Delaware committing to comply with all program requirements, including the following:

- Practice full-time in the approved underserved area for a minimum of two (2) years;

- Notify DHCC in writing within 30 days prior of any contractual changes that result in termination of contract, change in practice scope, and/or relocation from a practice site approved in the application request;
- Request any move to a different practice site than that already approved in writing to DHCC at least thirty (30) days prior to the change. Requests to change location of practice will be reevaluated based on eligibility criterion and service area priorities; and
- Report all changes in practice location and/or scope as well as routine correspondence to the following:

Loan Repayment Coordinator  
Delaware Health Care Commission  
Haslet Armory Suite 202  
122 William Penn Street  
Dover, DE 19901  
Phone: (302) 672-5187  
Fax: (302) 739-6927

## **PROGRAM EVALUATION**

The Delaware Loan Repayment Program is intended to assist with the recruitment of health professionals in underserved areas of Delaware, as identified by the Delaware Health Care Commission (DHCC), and the subsequent retention of such clinicians. In an effort to monitor the program, DHCC will collect various data, which will be utilized for evaluation purposes in terms the effects of the program on clinician recruitment and retention and to monitor the compliance with program requirements. The opportunity to discuss the experiences with the Loan Repayment Program of both clinicians and practice sites is welcome at any point. The following periodic reporting mechanisms are designed to collect evaluation information:

### **A. Practice Site Facility Visits:**

The Delaware Loan Repayment Program reserves the right to conduct site visits to ensure the clinician and the practice site remain in compliance with all program requirements. Site visits will be conducted periodically and may be unannounced.

### **B. Clinician Annual Reporting Process:**

An annual reporting process is used to ensure that each Loan Repayment Clinician continues to practice the approved medicine type at the original site approved for the required two years. DHCC will forward an Annual Practice Report form (see Appendix D for a sample form) to the practice site within thirty (30) days of the anniversary of the Loan Repayment Clinician's start date. The practice site must forward the completed, signed Annual Practice Report to DHCC within fifteen (15) working days of receipt. A new Annual Practice Report must be submitted for each year of practice obligation.

### **C. Exit Interview:**

Each Loan Repayment recipient must complete an exit interview within ninety (90) days prior to completion of his/her two-year obligation, or at such point that the employment contract is terminated by either the practice site or the Loan Repayment Clinician. DHCC will conduct the exit interview, which will concentrate on the Loan Repayment Clinician's experiences in Delaware and their future plans for practicing medicine.

## **COMPLETED APPLICATIONS AND ASSOCIATED LOAN REPAYMENT PROGRAM CLINICIAN CORRESPONDENCE MUST BE SENT TO:**

Loan Repayment Coordinator  
Delaware Health Care Commission  
Haslet Armory Suite 202  
122 William Penn Street  
Dover, DE 19901  
Phone: (302) 672-5187  
Fax: (302) 739-6927

## APPENDIX A

### DELAWARE STATE LOAN REPAYMENT PROGRAM *PRACTICE SITE* APPLICATION FORM

- 
- 
1. **Facility Information Site:** \_\_\_\_\_
- Street Address: \_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_
- Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_
- Group Practice: ☐ Public: ☐ Private For Profit: ☐ Private Non Profit: ☐
2. **Practice Site:** \_\_\_\_\_
- Street Address: \_\_\_\_\_ Census Tract: \_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_
3. **Recruitment Contact:** \_\_\_\_\_
- Street Address: \_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_
- E-Mail Address: \_\_\_\_\_
4. **Name of specific Loan Repayment Applicant being recruited by site, if applicable:** \_\_\_\_\_
5. **Date of application:** \_\_\_\_\_

## 5. Practice Site Data Regarding Active Clients

Total Number of Patients Receiving the Following Services During the Previous Calendar Year:

Primary Health Care \_\_\_\_\_ Specialty Care \_\_\_\_\_ TOTAL \_\_\_\_\_  
General Dental Care \_\_\_\_\_ Mental Health Care \_\_\_\_\_  
Pediatric Dental Care \_\_\_\_\_ Other \_\_\_\_\_

Total Users in Previous Calendar Year Below 200% of Federal Poverty Level \_\_\_\_\_

Please provide information on the percent of the total patient population of the practice that falls under the following payment categories:

| AGE GROUP        | MEDICAID<br>or<br>S-CHIP | MEDICARE | SELF-PAY<br>(UNINSURED)<br><br>NEGOTIATED/<br>REDUCED FEE or<br>FREE SERVICE | COMMERCIAL<br>INSURANCE |
|------------------|--------------------------|----------|--|-------------------------|
| Birth – 11 Years | %                        | %        | %  | %                       |
| 12- 18 Years     | %                        | %        | %  | %                       |
| 19-62 Years      | %                        | %        | %  | %                       |
| 63+ Years        | %                        | %        | %  | %                       |

## 6. Staffing Levels

| AREA OF PRACTICE   | STAFFING LEVEL |         | # of Loan Repayment Clinicians Requested | PROJECTED HIRING TIMELINE<br>(Please include estimated date if known) |            |             |                     |
|--|----------------|---------|--|---|------------|-------------|---------------------|
|  | Full           | Current |  | 1-3 Months  | 4-6 Months | 7-12 Months | More than 12 Months |
| <b>PRIMARY CARE PHYSICIANS/DENTISTS</b>                          |                |         |  |   |            |             |                     |
| Family Practice  |                |         |  |   |            |             |                     |
| General Internal Medicine  |                |         |  |   |            |             |                     |
| General Pediatrics   |                |         |  |   |            |             |                     |
| Obstetrics/Gynecology  |                |         |  |   |            |             |                     |
| Dentist  |                |         |  |   |            |             |                     |
| Other (Please Specify)   |                |         |  |   |            |             |                     |
| <b>SPECIALIST PHYSICIANS<br/>(Please Specify Specialty Area)</b> |                |         |  |   |            |             |                     |
| Medical Oncology   |                |         |  |   |            |             |                     |
| General Psychiatry   |                |         |  |   |            |             |                     |
| Pediatric Psychiatry   |                |         |  |   |            |             |                     |
| Other (Please Specify)   |                |         |  |   |            |             |                     |
| <b>NURSE PRACTITIONERS</b>                                       |                |         |  |   |            |             |                     |
| Family Nurse Practitioners                                       |                |         |  |   |            |             |                     |
| Adult Nurse Practitioners  |                |         |  |   |            |             |                     |
| Geriatric Nurse Practitioners                                    |                |         |  |   |            |             |                     |
| Pediatric Nurse Practitioners                                    |                |         |  |   |            |             |                     |
| Women's Health Nurse Practitioners                               |                |         |  |   |            |             |                     |
| Psychiatric Nurse Practitioners                                  |                |         |  |   |            |             |                     |
| <b>OTHER DISCIPLINES</b>   |                |         |  |   |            |             |                     |
| Physician Assistants   |                |         |  |   |            |             |                     |
| Certified Nurse Midwives   |                |         |  |   |            |             |                     |
| Dental Hygienist   |                |         |  |   |            |             |                     |
| Dental Assistant   |                |         |  |   |            |             |                     |
| Clinical Psychologists   |                |         |  |   |            |             |                     |
| Clinical Social Workers  |                |         |  |   |            |             |                     |
| Psychiatric Nurse Specialist                                     |                |         |  |   |            |             |                     |
| Licensed Prof. Counselor   |                |         |  |   |            |             |                     |
| Licensed Marriage & Family Therapists                            |                |         |  |   |            |             |                     |
| Other (Please Specify)   |                |         |  |   |            |             |                     |



## 7. Practice Site Hours of Operation.

| DAY       | TIME<br>(Start and End) |     | TOTAL HOURS |
|-----------|-------------------------|-----|-------------|
| Monday    | AM:                     | PM: |             |
| Tuesday   | AM:                     | PM: |             |
| Wednesday | AM:                     | PM: |             |
| Thursday  | AM:                     | PM: |             |
| Friday    | AM:                     | PM: |             |
| Saturday  | AM:                     | PM: |             |
| Sunday    | AM:                     | PM: |             |

## 8. Proposed Loan Repayment Clinician Weekly Work Schedule:

| DAY       | TIME<br>(Start and End) |     | WHERE<br>(Practice Site) | TOTAL HOURS |
|-----------|-------------------------|-----|--------------------------|-------------|
| Monday    | AM:                     | PM: |                          |             |
| Tuesday   | AM:                     | PM: |                          |             |
| Wednesday | AM:                     | PM: |                          |             |
| Thursday  | AM:                     | PM: |                          |             |
| Friday    | AM:                     | PM: |                          |             |
| Saturday  | AM:                     | PM: |                          |             |
| Sunday    | AM:                     | PM: |                          |             |

Provide a separate work schedule for each Loan Repayment Clinician requested and specify the specialty of each.

## RETENTION

Describe your short and long-range plan for the retention of a Loan Repayment Clinician during and beyond the required two-year obligation. Please use additional paper and be specific.

**Applications submitted without a retention plan are deemed incomplete and will not be considered.**

## **PRACTICE SITE AGREEMENT**

The Delaware Health Care Commission (DHCC) is committed to ensuring that all Delaware residents have access to quality, affordable health care. Accordingly, DHCC is prepared to consider loan repayment applications on behalf of clinicians under certain conditions. The director or applicant official for the facility or practice site applying to the Loan Repayment Program must initial each of the following requirements:

### ***ACCESS***

\_\_\_\_\_ The practice site agrees to comply with all of the Program requirements set forth in this Agreement and guidelines.

\_\_\_\_\_ The Loan Repayment Clinician will provide health care services for at least forty (40) hours a week at the practice site named in the application for a minimum of two (2) years, as agreed upon in the contract. No more than 8 of those hours per week may be devoted to practice-related administrative activities. The practice will include hospital treatment coverage appropriate to meet the needs of patients of the approved service site and to ensure continuity of care.

With the exception of obstetrician/gynecologists, at least 32 of the minimum 40 hours per week will be spent providing clinical services in the ambulatory setting at the practice site names in the application, during normally scheduled office hours. The remaining hours will be spent providing inpatient care to patients of the approved site, and/or in practice-related administrative activities.

Obstetrician/gynecologists will spend the majority of the 40 hours per week (not less than 21 hours per week) providing ambulatory care services at the approved practice site during normally scheduled office hours. The remaining hours will be spent providing inpatient care to patients of the approved practice site, and/or in practice-related administrative activities. Administrative activities will not exceed 8 hours per week.

\_\_\_\_\_ The practice site agrees to provide health services to Medicare, Medicaid, S-CHIP, and uninsured patients on a reduced or pro bono basis for those patients demonstrating a hardship.

\_\_\_\_\_ The practice site has a nondiscrimination policy that prohibits discrimination based on race, creed, disability or religion.

\_\_\_\_\_ The practice site must allow all loan repayment **dentists** to agree that a minimum of 20% of their scheduled appointments will be comprised of Medicaid patients and/or low-income (<200 FPL) dentally uninsured patients who will be provided care at reduced rates or free-of-charge.

\_\_\_\_\_ Practice sites must agree to allow all non-dental clinicians to participate in the Delaware Community Healthcare Access Program (CHAP) and the Voluntary Initiative Program Phase II (VIP II) sponsored by the Medical Society of Delaware. To enroll in VIP II, call Wheeler & Associates at (302) 335-1560.

\_\_\_\_\_ I understand and acknowledge that the review of this practice site application is discretionary and that in the event a decision is made not to approve the site application, I hold harmless the State of Delaware, DHCC and any and all State employees and/or any and all individuals or organizations involved in the review process from any action or lack of action made in connection with this request.

### ***COMPREHENSIVE SYSTEM OF CARE***

\_\_\_\_\_ The providers shall practice in ambulatory settings that assure the availability of services, including after hours coverage, and arrangements for inpatient coverage and referrals, as needed.

\_\_\_\_\_ Hospital privileges for inpatient practice shall be maintained.

### ***QUALITY OF CARE***

\_\_\_\_\_ The physician practice site has a credentialing program in place to review references and verify licensure and certification status of all providers, including National Practitioner Data Bank Query.

\_\_\_\_\_ The practice site has a quality monitoring and improvement system in place, which may include patient satisfaction surveys, peer review systems, clinical outcome measures or other such tools.

\_\_\_\_\_ Services will be delivered in a culturally appropriate fashion so as to be sensitive and responsive to the needs of the target population.

\_\_\_\_\_ The practice site will address retention of providers through monitoring turnover rates, clinical team management efforts, pay comparability, surveys, exit interviews, and other means.

### ***PROVIDER EMPLOYMENT CONTRACT***

\_\_\_\_\_ Loan Repayment Clinicians shall practice only in the medically underserved area and at the practice site for which originally approved by the DHCC, unless a change is approved in writing by DHCC.

\_\_\_\_\_ The practice site shall inform DHCC about Loan Repayment Clinician vacancies, including resignations, termination, extended leave for providers, and filled/withdrawn status of recruitment needs. Notification shall be provided within 30 days prior to such occurrence, as or soon as it is known. The practice site shall document in writing all circumstances surrounding resignations and terminations.

\_\_\_\_\_ The practice site agrees to cooperate with mail, telephone and/or site visits conducted by DHCC for the purpose of monitoring compliance with the Delaware Loan Repayment Program.

I certify that the information provided in this application is true and correct. I also understand that any intentional or negligent misrepresentation(s) of the information contained in this application may result in the forfeiture of eligibility to participate in this recruitment and retention program.

Signature of Facility Director or Applicant Official: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX B

### DELAWARE LOAN REPAYMENT PROGRAM HEALTH PROFESSIONAL APPLICATION FORM

- 
- 
1. Full Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_
3. Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
4. US Citizen: ☐ Yes OR ☐ No
5. Present Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Home Telephone: ( ) \_\_\_\_\_  
Business Telephone: ( ) \_\_\_\_\_
7. Name of desired Practice Site, if applicable \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_
8. Discipline: Indicate the specialty you're interested in practicing and, if applicable, subspecialties and the percent of time devoted to each. **Specialty**
- |   |       |
|---|-------|
| _____ Primary Care- MD                              | _____ |
| _____ Primary Care- DO                              | _____ |
| _____ Medical Oncologist                            | _____ |
| _____ Pediatric Psychiatrist                        | _____ |
| _____ Dentist- DMD                                  | _____ |
| _____ Dentist- DDS                                  | _____ |
| _____ Dental Hygienist                              | _____ |
| _____ Certified Nurse Midwife                       | _____ |
| _____ Physicians Assistant                          | _____ |
| _____ Certified Nurse Practitioners                 | _____ |
| _____ Clinical/Counseling Psychologist              | _____ |
| _____ Licensed Clinical Social Worker               | _____ |
| _____ Psychiatric Nurse Specialists                 | _____ |
| _____ Licensed Professional Mental Health Counselor | _____ |
| _____ Licensed Marriage & Family Therapist          | _____ |

## 9. Proposed Service Commitment:

Participation in the Delaware Loan Repayment Program requires a minimum of two (2) years continuous full-time service. The maximum length of an initial contract is three (3) years. Please indicate the proposed length of your service commitment.

\_\_\_\_\_ Two (2) Years  
\_\_\_\_\_ Three (3) Years

## 10. License:

Type: \_\_\_\_\_  
State: \_\_\_\_\_ Number: \_\_\_\_\_  
Date Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Restrictions: \_\_\_\_\_

Has your license ever been suspended or revoked? \* ☐ Yes ☐ No

Are any professional disciplinary actions pending? \* ☐ Yes ☐ No

Have you ever been convicted of or pled guilty to a felony as so defined under either Federal or State law and as more particularly enumerated in 11 Del. C. Sec. 4201? \* ☐ Yes ☐ No

\*If you answered yes to either of the above questions, please attach an explanation to this application.

**Are You Board Eligible?** ☐ Yes ☐ No

**Are You Board Certified?** ☐ Yes ☐ No

Date of Certification \_\_\_\_\_  
Name of Board: \_\_\_\_\_  
Sub-Specialty Board: \_\_\_\_\_

## 11. Education (Please use additional paper as necessary)

**College/Program:** \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Degree/Diploma: \_\_\_\_\_ Discipline: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

**Graduate School:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Degree/Diploma: \_\_\_\_\_ Discipline: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ ( ) \_\_\_\_\_

**Medical or  
Dental School:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Degree/Diploma: \_\_\_\_\_ Discipline: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ ( ) \_\_\_\_\_

## 12. Residency Program:

Please list the information for the residency program most recently completed. If you have completed several residencies, or if your postgraduate training was completed through several programs, attach the required information for these programs to the application.

Residency: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Degree/Diploma: \_\_\_\_\_ Discipline: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ ( ) \_\_\_\_\_

Please indicate if your education, employment or licensure records are under another name(s):

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

## 13. Program Eligibility (Please use additional paper if needed):

Do you have an existing service obligation due to any educational loans received? ☐ Yes ☐ No

If yes, please provide the following information.

Program Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

When will this obligation be complete? \_\_\_\_\_

Do you have a current legal obligation to pay child support? ☐ Yes ☐ No

If yes, please provide the following information:

Name of child:

Name and address of person/agency payment is mailed to:

Telephone number of person/agency payment is mailed to:

When will this obligation be complete?

**14.** Describe your education and practice experience, which you believe qualifies you to participate in the Delaware Loan Repayment Program. Attach a one or two page description to this application that specifically includes the following:

- Training and experience and commitment to providing services to underserved and vulnerable populations;
- Practice experience in shortage areas;
- Personal origins or other factors that describe your commitment to practice in a shortage area and/or to serve vulnerable populations;
- Service awards received during your education or practice;
- Pre-professional experiences which caused you to decide to practice in a shortage area; and
- Physicians and dentists should discuss their collaborative practice experience and commitment to working with physician assistants, certified registered nurse practitioners, dental hygienists, and other practitioner disciplines.

**Selecting a practice opportunity is a very important decision. The following questions, along with those above, are designed to assist in making compatible matches between applicants and applicant practice sites and the patient population.**

**15. Language(s) Spoken Fluently**

- ☐ English
- ☐ Spanish
- ☐ Arabic
- ☐ Indian

- ☐ French
- ☐ German
- ☐ Chinese
- ☐ Other (please specify) \_\_\_\_\_

**16. Race/Ethnicity** (collected for workforce research purposes only)

- |  |  |
|--|--|
| <input type="checkbox"/> Black, not of Hispanic origin | <input type="checkbox"/> Asian                             |
| <input type="checkbox"/> Hispanic                      | <input type="checkbox"/> American Indian , Alaskan Native  |
| <input type="checkbox"/> White                         | <input type="checkbox"/> Pacific Islander, Native Hawaiian |
| <input type="checkbox"/> Other (please specify) _____  |  |

**17. Geographical Area(s) or Origin**

Are you a native of a rural or urban underserved area, or have you spent a significant amount of time living or working in such an area?

- ☐ Yes (If yes, please elaborate.)  
☐ No

**18. Geographical Area(s) of Interest**

Rate the area(s) of Delaware in which you would consider working with one (1) being your first choice and five (5) being your last.

- \_\_\_\_\_ New Castle County – Northern  
\_\_\_\_\_ New Castle County – Southern  
\_\_\_\_\_ Kent County  
\_\_\_\_\_ Sussex – Eastern (Coastal/Resort area)  
\_\_\_\_\_ Sussex – Western

Rate the areas in which you would consider working with one (1) being your first choice and three (3) being your last.

- \_\_\_\_\_ Urban  
\_\_\_\_\_ Suburban  
\_\_\_\_\_ Rural

**19. Other Considerations/Comments:**

Please discuss any preferences and/or requirements that you or your family members have regarding such factors as proximity to recreation, special interests or social activities, availability of other work/training opportunities (i.e. for your spouse/significant other); proximity to schools, etc. Use additional paper if necessary.

**20.** What date are you available for service? \_\_\_\_\_

**21.** How did you hear about the Delaware State Loan Repayment Program? \_\_\_\_\_

**22. Certification:**

I certify that the information provided in this application packet is accurate and complete to the best of my knowledge. I hereby authorize DHCC to contact references and program directors listed in the application for the purposes of obtaining information about my professional qualifications, experience, abilities, and criminal history background. I understand that information I have provided is subject to verification.

---

**Signature of Loan Repayment Applicant**

---

**Date**



## APPENDIX C

### DELAWARE LOAN INFORMATION AND VERIFICATION FORM

The following information must be provided for each loan that you are applying to have repaid under the Delaware Loan Repayment Program. **APPLICANTS:** Please complete PART A and then submit PART B to your lenders directly for verification. The Delaware State Loan Repayment Program is not responsible for submitting PART B to your lender.

#### PART A – TO BE COMPLETED BY APPLICANT

Name of Lending Institution and/or Federal, State or Other Government Program: \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Loan: \_\_\_\_\_ Account Number: \_\_\_\_\_

Original Amount of Loan: \$ \_\_\_\_\_ Number of Payments Made: \_\_\_\_\_

Current Balance: \$ \_\_\_\_\_ Date of Balance: \_\_\_\_\_

Payment Amount: \$ \_\_\_\_\_ Interest Rate Compounded or Simple: \_\_\_\_\_

Purpose of Loan (as indicated on loan application): \_\_\_\_\_

Any loan eligible for federal loan consolidation is eligible for repayment if obtained for the purpose of meeting the borrower's direct costs of attending undergraduate or graduate school, a school of medicine, or a school of osteopathy. Direct education costs include tuition, fees, books and supplies, living expenses, and other items normally associated with the cost of attendance for one academic year as defined by the U.S. Department of Education's Student Aid Handbook. Loans not eligible for federal loan consolidation will be considered if documentation is presented that establishes the proceeds from the loans were used to meet direct education costs. Credit card debt and funds received from the Delaware Institute for Medical Education and Research (DIMER) are ineligible for repayment. The Delaware Loan Repayment Program will only pay toward the educational costs associated with one health professional degree, and a determination will be made of the proportion of a consolidation loan that will be paid for successful applicants.

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Copy of Loan Agreement Attached:                          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Copy of Loan Application(s) Attached:                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Copy of Appropriate Consolidated Loan Documents Attached: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Dear Lender(s): (Retain a copy of this form as record of advanced payment request)

I am requesting that your institution submit the information requested as soon as possible to: Sarah McCloskey, Haslet Armory Suite 202; 122 William Penn Street, Dover, DE 19901. You may contact Ms. McCloskey by calling (302) 672-5187.

**CERTIFICATION:**

I hereby certify to the accuracy of the above information and apply to enter into an agreement with the Delaware Loan Repayment Program for repayment of educational loans, incurred solely for the costs of education at an undergraduate or graduate school, a school of medicine, or a school of osteopathy (for tuition, educational expenses or living expenses from a college, university, government or commercial source). I hereby authorize the financial institution or Government named in item 1 above to release this information about the loan listed in item 1 above to the administrator of the Delaware Loan Repayment Program.

Warning: any person who knowingly makes a false statement or misrepresentation in this loan repayment transaction, bribes or attempts to bribe a federal or state official, fraudulently obtains repayment for a loan under this agreement or commits any other illegal action in connection with this transaction may be subject to a fine or imprisonment under federal statute. I have read this statement and understand its contents.

---

**SIGNATURE OF LOAN REPAYMENT APPLICANT**

---

**DATE**

---

---

**PART B – APPLICANT SHOULD SUBMIT TO LENDER FOR VERIFICATION**

The individual identified on this form has applied to participate in the Delaware Loan Repayment Program. The Delaware Loan Repayment Program is a program designed to improve the recruitment and retention of health care providers in underserved areas of Delaware. The individual identified above states that, to the best of his or her knowledge, the loan information provided is a bona fide legally enforceable commercial, federal, state, or other government educational loan obtained for the purpose of meeting the borrower's costs of attending undergraduate or graduate school, a school of medicine, or a school of osteopathy (for tuition, educational expenses or living expenses from a college, university, government or commercial source). Please verify the information according to your records and indicate any corrections in the "comment" space provided below. Also, please indicate your title and date this form in the spaces provided.

**COMMENTS:**

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I hereby certify to the accuracy of the loan information contained on this Loan Information and Verification Form, or as corrected by my notations or comments:

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Lending Institution Representative

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

Delaware Institute for Dental Education and Research  
Delaware Institute for Medical Education and Research  
Delaware Health Care Commission  
Delaware Higher Education Commission

Request to Release  
Personally Identifiable and Confidential Information

The Family Educational Rights and Privacy Act (FERPA) allows institutions of higher education, state education agencies, and other agencies administering student aid programs to release detailed information to only the student. The student may; however, voluntarily waive their privacy rights to the person(s) they choose to authorize in the statement below. By completing this form the named person(s) will have the ability to obtain information regarding the student's financial aid and/or student loan files.

I \_\_\_\_\_ hereby waive my rights under the Family Educational Rights and Privacy Act (FERPA) by authorizing the Delaware Health Care Commission and Delaware Higher Education Commission, acting as agents for the Delaware Institute for Medical Education and Research to receive any requested information concerning my financial aid application, or application(s) for student loans, and other "non-directory" information pertinent to my application for the Delaware State Loan Repayment Program for Health Care Providers. The institutions and agencies directed to release information to the State's agents are listed below:

Health Professions Educational Institutions:

1. \_\_\_\_\_
2. \_\_\_\_\_

Lenders/Guaranty Agencies/Loan Servicers:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX D

### EXAMPLE: DELAWARE LOAN REPAYMENT PROGRAM ANNUAL PRACTICE REPORT

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1. **Name of Loan Repayment Applicant:** \_\_\_\_\_

Start Date: \_\_\_\_\_

2. **Facility Information:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Non-Profit: \_\_\_\_\_ For Profit: \_\_\_\_\_

3. **Practice Site:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

4. **Contact Person:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

#### Type of Service(s) Provided:

Please provide the medical specialties practiced by the Loan Repayment Clinician, the location and total hours he/she worked in each specialty and the number of annual visits performed by this clinician for each specialty practiced (include all primary care and other medical specialties).

| Practice Type | Location | Total Hours/Week | Annual Visits |
|---------------|----------|------------------|---------------|
|               |          |                  |               |
|               |          |                  |               |
|               |          |                  |               |
|               |          |                  |               |

**Loan Repayment Clinician's Hours of Operation:**

Indicate the weekly work schedule of the Loan Repayment Clinician. Include the number of hours (with start and end times) and the primary location (hospital/practice site). The schedule must indicate the time the Loan Repayment Clinician is actually providing services; do not include travel or on-call time. If the Loan Repayment Clinician is practicing at more than one location, please complete a schedule for each location.

| DAY       | TIME<br>(Start and End) |     | TOTAL HOURS |
|-----------|-------------------------|-----|-------------|
| Monday    | AM:                     | PM: |             |
| Tuesday   | AM:                     | PM: |             |
| Wednesday | AM:                     | PM: |             |
| Thursday  | AM:                     | PM: |             |
| Friday    | AM:                     | PM: |             |
| Saturday  | AM:                     | PM: |             |
| Sunday    | AM:                     | PM: |             |

**Practice Site Data Regarding Active Clients:**

Provide the total number of active patients at the practice site in the previous calendar year with totals, as applicable, for primary care, specialty care and mental health services.

Total Number of Patients Receiving the Following Medical Services:

Primary Health Care \_\_\_\_\_ Specialty Care \_\_\_\_\_ Mental Health Care \_\_\_\_\_ TOTAL \_\_\_\_\_

General (Adult) Dental Care \_\_\_\_\_

Pediatric Dental Care \_\_\_\_\_

Total Users in Previous Calendar Year Below 200% of Federal Poverty Level  
(to the extent known) \_\_\_\_\_

Please provide a breakdown of each of the following payor types by age of patient.

| AGE GROUP        | MEDICAID | MEDICARE | SELF-PAY<br>(UNINSURED)<br><br>NEGOTIATED/<br>REDUCED FEE or<br>FREE SERVICE | COMMERCIAL<br>INSURANCE |
|------------------|----------|----------|--|-------------------------|
| Birth – 11 Years | %        | %        | %  | %                       |
| 12- 18 Years     | %        | %        | %  | %                       |
| 19-62 Years      | %        | %        | %  | %                       |
| 63+ Years        | %        | %        | %  | %                       |

This will certify that \_\_\_\_\_ (name of Loan Repayment Clinician) provided medical services to patients at the approved health facility site on a full-time basis (minimum thirty-seven and one-half (37.5) hours per week) for the time period of \_\_\_\_\_ through \_\_\_\_\_.

Signature of Applicant Official: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_